**DATA PRIVACY NOTICE**

**LOVERSALL PARISH COUNCIL**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

**2. Who are we?**

Loversall Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

Loversall Parish Council complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. The way in which we do this and the legal basis for doing so is summarised in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal data processed** | **Purpose of Processing** | **How Processed** | **Lawful basis of processing** | **Consent to Process – how acquired** | **How stored** | **Security Access** |
| Electoral roll | admin for the annual parish meeting only | to identify electors at annual parish meeting | Public interest | Provided by Doncaster MBC | Paper | Paper in locked cabinet/clerk holds key |
| E-mail addresses | communication with PC | used to communicate response & routinely disseminate information | Public interest | Consent freely given for the purpose stated | held in line with L PC retention policy | Electronically on password protected computer, backed up on password encrypted hard drive. Up to date security software installed |
| Letters - contact details | communication with PC | used to communicate response | Public interest | Consent freely given for the purpose stated | stored until matter dealt with | Paper in locked cabinet/clerk holds key |
| Planning applications | statutory consultee/legal obligation | used solely to aid response to Local Planning Authority | Public interest | Provided by Local Planning Authority | not stored (can be access via local planning portal) | None |

For those parishioners who have opted to receive automatic alerts/updates from the parish council website there is a facility on the website to unsubscribe from this arrangement. The website host’s own privacy and Cookie policies may be found on the website.

**4. Sharing your personal data**Your personal data will be treated as strictly confidential. We will not share your data with a third party unless we have received your explicit consent to do so. The only exception to this rule will be if the Parish Council was obliged by law to share specific data and not to do so would mean that the Parish Council was itself in breach of the law.

**6. Your rights and your personal data**

Unless subject to an exemption under the GDPR, then you have the following rights with respect to your personal data: -

* to request a copy of your personal data which Loversall Parish Council holds about you;
* to request that we correct any personal data if it is found to be inaccurate or out of date;
* to request your personal data is erased where it is no longer necessary for us to retain such data;
* to withdraw your consent to the processing at any time;
* to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
* to request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
* to object to the processing of personal data, (where applicable)
* to lodge a complaint with the Information Commissioners Office.

**5. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**6. Contact Details**

For further information, to exercise all relevant rights or make a complaint, please in the first instance contact the Loversall Parish Council Clerk via email [LoversallCouncil@gmail.com](mailto:LoversallCouncil@gmail.com) . Or write to the Clerk at Loversall Parish Council, c/o WI Hut, Hut Yard, Bubup Hill, Loversall, DN11 9DD

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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